

## **INFORMATION SERVICES DIVISION ASSISTANT ADMINISTRATOR**

### **DEFINITION**

Under administrative direction, is responsible for assisting in the administering of the activities of the Information Services Division; performs related tasks as required.

### **EXAMPLES OF WORK** (May not include all of the duties that may be performed.)

Assists the Information Services Administrator in the coordination, development and implementation of policies and procedures related to the operation of the Information Services Division according to sound management practices as well as legal constraints of the City of Columbus;

Assists with oversight of the day-to-day operation of the City's mainframe computer system and wide area network (including micros and minis) and other Division operations;

Oversees and assists in the preparation of the Division's budget; monitors other fiscal activities, prepares financial reports, and makes recommendations for Division expenditures;

Keeps the Division Administrator informed on a timely basis of all situations that could affect the accomplishments of Division goals and objectives;

Prepares documents, correspondence, and technical reports on computer operations, data communications and information processing initiatives for own or Administrator's signature;

Monitors all personnel and labor matters within the Information Services Division, including selection and appraisal of personnel and disciplinary actions;

Participates in appropriate professional activities in order to stay current with developments in the field of information resource management, information services or data processing;

Serves as a consultant to other City agencies regarding information processing, data communications and computer operations; assists with the identification of data processing needs; identifies solutions and implements recommendations; coordinates customer service activities;

Represents the Information Services Division in meetings with other City departments and officials, vendors, consultants, contractors, system users and the public regarding Division activities, programs and administrative matters;

Serves as administrator in the absence of the Information Services Division administrator.

### **MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and three (3) years managerial experience which included policy

recommendation in at least one (1) of the following areas: 1) electronic information processing activities; 2) management information systems; or 3) information systems consultation services. Substitution(s): A master's degree in computer science, business administration or public administration may be substituted for one (1) year of the required experience. Two (2) years of additional experience, as specified above, may be substituted for two (2) years of the required college education on a year-for-year basis.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of management techniques, principles and practices; considerable knowledge of theories, principles, practices and uses of electronic information processing in a business setting; considerable knowledge of new developments in computer methodology and technology; general knowledge of system analysis, data base concepts and teleprocessing operations/communications networks; ability to apply new developments and concepts in computer technology and methodology; ability to diagnose and develop, at an advanced level, major computer programs and systems; ability to adapt accounting principles, practices and statistical analysis to electronic information processing; ability to plan, direct, coordinate and review the work of subordinates; ability to write and speak effectively; ability to prepare comprehensive reports; ability to read and comprehend management analysis reports and literature; ability to coordinate various work projects across organizational lines; ability to interact effectively with others; ability to establish and maintain effective working relationships with others.

Probationary Period:	365 Days
Examination:	Noncompetitive
Class Code:	0247
Job Family:	Executive
EEO Job Category:	Official/Administrative
Compensation Plan:	MCP
Salary:	Grade 95
Class established:	08-28-95
Current spec:	08-28-95
Commission action taken:	Review/no change
Last reviewed:	07-30-01